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12 February 1959

**MEMORANDUM FOR:** Assistant to the DD/I (Administration)

**FROM :** Management Staff, Chief, OMM Staff (DD/I Area)

**SUBJECT :** Report of Survey of DD/I Administrative Staffs

1. The Management Staff has conducted a thorough and detailed examination of procedures, paperwork handling and utilization of personnel in the Administrative Staffs of the Offices of Central Reference, Research and Reports, Current Intelligence, Scientific Intelligence and Operations (three major divisions). We have already submitted the first part of this study, the analysis of time spent by each staff in various administrative activities.

2. Tab I, attached, is a comparative analysis of workload of the Administrative Staffs surveyed. Tab II is a detailed listing of the procedures of each of the Administrative Staffs, with recommendations for their improvement, and a narrative description of the general mode of operation, including personnel utilization, with recommendations for general improvement. As pointed out in our ratio study, there are discrepancies between major workload factors and size of Administrative Staff in offices having approximately the same total on duty. For example, ORR Admin. Staff is handling roughly the same volume of personnel action requests and training requests and has approximately the same size budget as OCR, and yet the OCR Admin. Staff T/O  while the ORR Admin. Staff T/O  (OCR has, in fact, a greater volume in external projects and requisitions, ORR is higher in travel.)

3. It is our opinion that the discrepancies in the sizes of the staffs are accounted for by two factors: (a) the demands made upon some Administrative Staffs by their Offices for special service and support beyond that required of other Admin. Staffs, and (b) the tendency in some Staffs to conduct their work in a meticulous, detailed and formal fashion not necessarily required by Agency Regulation or Agency-prescribed operating policy.

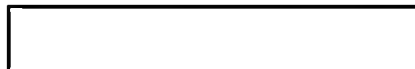
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Special services develop as a result of close working relationships between the Administrative Staff and operating personnel, and there is no way of determining the number of people on the Staff who will be involved; it depends upon Office policy and the desires of the Assistant Director. If such special services were minimized, it is our opinion that many manhours, and possibly some slots, might be saved in the Admin Staffs. Similarly, we believe savings can be made in manhours and money, if not in slots, by adoption of the procedural and manpower utilization recommendations contained in Tab II.

4. The Management Staff will be pleased to assist in carrying out any of the recommendations contained in Tab II.



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**Attachments:**

Tab I - Workload Analysis

Tab II - Listing of Procedures

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